

**ADMINISTRATIVE - INTERNAL USE ONLY**



11 July 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Non-Standard Work Schedule -  
Quarterly Report, April-June 1972

REFERENCE : D/Pers. memo to ExDir, 21 December  
1971, same subject

1. This report is submitted pursuant to Executive Director-Comptroller approval of reference, dated 4 January 1972.

Morale

2. As a group, the computer operators are happy with the 3/4-day work week. They wish to see it continue for an additional period, at least, so that a full try-out is given the arrangement. After this additional period, a final determination will be made.

3. Most agree that the four 12-hour days are tiring but expect that additional time is needed in which to determine whether complete adjustment can be made to the schedule.

4. At this time, the only real complaint concerns the number of Sundays required to work. Understandably, the operators would like more Sundays free. CRS is presently studying ways to accomplish this.

5. Compared to the first quarter of the calendar year, April-June quarter shows a decrease in the use of sick and annual leave. True, the season of the year and amount of days off under the schedule may account for this. Perhaps the significant point is that there has been no increase in the use of leave. Also, we have noticed that there have been very few "call-ins" for leave of either type.

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6. One objective of the non-standard schedule was to effect savings in scheduled overtime. This has been accomplished.

7. The non-standard schedule went into effect on 2 April 1972. The computer operation overtime figures are:

1 Jan-1 April 1972	1,237 hours	\$9,172.54
2 April-30 June 1972	2 hours	\$ 14.84

8. We will submit a second report covering the July-September quarter. STATINTL



H. C. EISENBEISS  
Director, Central Reference Service

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DD/S&T# 1785-12

12 June 1972

MEMORANDUM FOR: Director of Personnel

THROUGH : Chief, Administrative Support Staff, DD/S&T

SUBJECT : Non-Standard Workweek - Foreign Missile  
and Space Analysis Center (FMSAC)

REFERENCE : Your memorandum, same subject,  
dated 16 February 1972

1. During the second quarter of CY 1972, we operated at nearly full strength. Eleven of an authorized strength of twelve were involved in the twelve hour shifts. Productivity of current items was low inasmuch as the Soviets and Chinese missile and space test activity was low. We were able to take advantage of the situation by scheduling additional training and accomplishing some background research. In March, we assigned an Operations Branch analyst [ ] for a one year training period. This is not expected to cause any serious disruption in the Operations Branch effort.

2. No significant change took place in the fields of morale, pay savings or problems encountered. We expect to be at full strength by mid-August. At that time we expect to go to a complete shift rotation with each change of the college semesters.

3. We feel that the best reasons for continuation of the twelve hour shifts are those of flexibility of shift scheduling, ease of arranging for training and leave, plus the amount of interplay which twelve hour shifts permit with other divisions of FMSAC.

[ ]  
Acting Director

Foreign Missile and Space Analysis Center

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